



City of Miami Beach SANITATION OPERATIONS SUPERVISOR

Job Code:	4045
EEO Status:	
Union Status:	GSA
FLSA Status:	NON-EXEMPT
Salary Range:	\$

Job Description

NATURE OF WORK

This is a responsible, specialized technical and supervisory work in the City's Sanitation Division. Work includes planning and directing the work of administrative, technical, clerical, skilled, semi-skilled, and unskilled employees in the office and in the field. Emphasis of the work is on providing administrative support for efficient and effective operations and delivery of quality and prompt service.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, schedules, assigns, supervises, and evaluates the work of administrative, technical, clerical, skilled, semi-skilled, and unskilled employees in assigned area, which may include office and field responsibilities
- Assists in developing and is responsible for the execution of the operations schedules
- Coordinates the transportation of personnel, equipment, and materials to and from the job sites
- Develops and implements employee training such as in safety and customer service
- Assists in the hiring and promotion of employees
- Conducts employee performance evaluations
- Monitors supervisor's daily reports and counsels on the efficiency of the operation
- Performs a variety of administrative duties within the office
- May assume duties and responsibilities of administrative supervisors in their absence
- Assures good customer relations with the public, other departments, and other agencies through delivery of quality service and prompt handling of special requests and resolution of complaints
- Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations using best management practices and to develop quality controls, identify improvement opportunities, and develop operational plans to increase service levels
- Performs research and observations and prepares written, verbal, and analytical records and reports of activities, findings, analyses, conclusions, and recommendations
- Assist in administering the provisions of the City's Personnel rules, work rules, collective bargaining agreements, and other guidelines
- Assists in researching, evaluating, planning, and developing recommendations for the use and purchase of equipment and materials; insures adherence to preventive maintenance program
- Investigates work related incidents and accidents and submits appropriate reports, confers with the human Resources Department, Risk Management, and others to promote a proper and safe working environment
- Performs related work as required

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KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge in a wide segment of duties pertaining to the methods, practices, and procedures of waste collection and disposal, including, but not limited to, garbage, trash, litter; parking; property management; and customer service
- Considerable knowledge of labor, materials, equipment, tools, and operations techniques as related to waste collection and disposal
- Considerable knowledge of the hazards and proper safety precautions pertaining to waste collection and disposal operations
- Considerable knowledge of City rules, including, but not limited to Personnel rules, Work Rules, and Collective Bargaining Agreements
- Considerable knowledge of sound methods of management, administration, and effective supervisory techniques as related to a City-wide waste collection operation and an ability to supervise subordinates in a manner conducive to full performance and high morale
- Knowledge of occupational hazards, safety precautions, rules and regulations as well as the ability to enforce them
- Ability to interpret and enforce City and Divisional rules, regulations, policies and procedures in a tactful and effective manner
- Ability to present information effectively, both verbally and in writing
- Ability to assist employees in maintaining good relationships with the others, by exercising a high degree of tact and diplomacy
- Ability to train and direct employees in a manner conducive to full performance and high morale
- Ability to read, analyze and assign work from blueprints, sketches, specifications, and contracts
- Ability to estimate labor, materials and equipment requirements and costs
- Ability to apply independent judgment in arriving at decisions concerning operational problems
- Ability to prepare, maintain and review accurate verbal, written, and analytical records and reports
- Ability to understand and carry out complex verbal and/or written instructions
- Ability to plan, assign, supervise and evaluate the subordinate employees to create an efficient and highly motivated performance
- Ability to establish and maintain effective working relationships with City officials, employees, officials of other agencies, contractors, and the general public
- Ability to communicate effectively both verbally and in writing

MINIMUM REQUIREMENTS

Must have:

- Five (5) years experience in general sanitation waste collection and disposal operations or facilities maintenance, including sound methods of management, administration, and effective supervisory techniques, hazards, and proper safety precautions
- Two (2) years supervisory experience, including six (6) months planning and supervising waste control for special events. One (1) year customer service experience

- Driver's License and obtain a Class "B" Commercial Driver's License, valid for Air Brakes within six (6) months of appointment

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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processors, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, reaching, handling, sitting, kneeling, crawling, pushing, and pulling

SUPERVISION RECEIVED

General and specific assignments are received from an administrative supervisor. The employee uses independent judgment in determining methods and procedures of work, and is responsible for the quality and quantity of the service provided. Work is subject to review by observation of the general condition of the area assigned, review of reports, and conferences.

SUPERVISION EXERCISED

None

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